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# MEETING MINUTES

## BOARD OF DIRECTORS OF THE MID-PENINSULA WATER DISTRICT

Wednesday, November 19, 2025  
Belmont, California

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### 1. OPENING

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#### A. **Call to Order**

15 The regular meeting of the Mid-Peninsula Water District was called to order by  
16 President Wheeler at 6:30 PM.

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#### B. **Establishment of Quorum**

19 Present: President Wheeler, Vice President Vella, Director Covington, Director Cotten,  
20 and Director Zucca.

21  
22 Also Present: General Manager (GM) Kat Wuelfing, Administrative Services Manager  
23 (ASM) Alison Bell, Operations Manager (OM) Sarah Scheidt, Superintendent Michael  
24 Anderson, District Treasurer James Ramsey, District Engineer Joubin Pakpour, and  
25 District Counsel Julie Sherman.

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#### C. **Pledge of Allegiance**

28 Vice President Vella led the Pledge of Allegiance.

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### 2. PUBLIC COMMENT

31 President Wheeler asked for public comments.  
32 There were none.

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### 3. AGENDA REVIEW: ADDITIONS/DELETIONS AND PULLED CONSENT ITEMS

35 President Wheeler asked if there were any additions, deletions, or items to be pulled from  
36 consent. There were none.

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### 4. ACKNOWLEDGEMENTS/PRESENTATIONS - None

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### 5. CONSENT AGENDA

41  
42 A. Approve Minutes for the Regular Board Meeting on October 23, 2025.

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44 B. Approve Expenditures from October 1, 2025 through October 31, 2025

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46 Vice President Vella moved to approve the Consent Agenda.

47  
48 Director Zucca seconded the motion.  
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50 Roll call vote: 5-0-0  
51 Vice President Vella – Aye  
52 Director Zucca – Aye  
53 Director Covington – Aye  
54 Director Cotten - Aye  
55 President Wheeler – Aye  
56

57 **6. HEARING AND APPEALS - None**

58  
59 **7. CAPITAL IMPROVEMENT PROGRAM**

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61 **A. Receive Report on Public Outreach Process for Upcoming Tank Projects:  
62 Dekoven, West Belmont, and Exbourne (CIP#15-89, 24-08, and 24-10)**

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64 GM Wuelfing presented to the Board information on options of colors for tank coating  
65 colors and received feedback.  
66

67 **8. REGULAR BUSINESS AGENDA**

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69 **A. Consider Resolution 2025-29 Adopting the Mid-Peninsula Water District Policy  
70 on the Use of Artificial Intelligence**

71  
72 ASM Bell presented to the Board the resolution to adopt the AI policy guiding staff on  
73 appropriate use of using online AI sites. Staff training will follow adoption.  
74

75 Director Covington motioned to approve Resolution 2025-29.  
76

77 Director Zucca seconded the motion.  
78

79 Roll call vote: 5-0-0  
80 Director Covington - Aye  
81 Director Zucca – Aye  
82 Director Cotten - Aye  
83 Vice President Vella – Aye  
84 President Wheeler – Aye  
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86 **B. Receive Update on Happy Hydrant Program**

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88 General Manager Wuelfing presented to the Board an update to the Happy Hydrant  
89 project with the City of Belmont. The presentation included sketches of proposed  
90 hydrant paintings submitted to the City of Belmont by residents.  
91

92 **C. Discuss Process to Recruit and Appoint New Board Member for Division 3**

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94 General Manager Wuelfing discussed with the Board the process of recruiting the new  
95 Board Member for the upcoming Division 3 vacancy, and the Board gave direction.  
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**9. MANAGEMENT AND BOARD REPORTS**

**A. Management Reports**

**1. Financial Reports for the Months Ending October 31, 2025**

District Treasurer James Ramsey gave a financial update report.

**2. District Engineer**

District Engineer Joubin Pakpour gave an update regarding capital projects.

**3. Administrative Services Manager**

ASM Bell gave an overview of her report.

**4. Operations Manager**

OM Scheidt gave an overview of her report.

**5. General Manager**

GM Wuelfing gave an overview of her report.

**B. Director Reports**

The Directors gave a brief overview of their reports.

**10. COMMUNICATIONS**

President Wheeler received communication acknowledging and congratulating General Manager Wuelfing on completing the Leadership Academy through JPIA.

**11. CLOSED SESSION**

The Board adjourned to closed session at 8:45 PM.

**A. Conference with Legal Counsel – Initiate Litigation – one case - Pursuant to Government Code §54956.9 Subdivision (d)(4)**

**B. Public Employee Performance Evaluation and Associated Negotiations Government Code Sections 54957 and 54957.6 Title: General Manager**

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**13. RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 10:08pm.

District Counsel Sherman reported out that under item 11A, the Board voted to initiate litigation. The vote was 5-0-0.

District Counsel Sherman stated that there were no reportable actions taken under item 11B.

**14. ADJOURNMENT**

The Board adjourned at 10:09pm.

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DISTRICT SECRETARY

APPROVED:

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BOARD PRESIDENT

NEXT REGULAR BOARD MEETING: THURSDAY, DECEMBER 11, 2025 AT 6:30PM